

**Mountain Village Montessori Charter School
Governing Board Meeting Agenda
October 6, 2016 @ 8:30 am
Mountain Village Montessori Charter School
27285 Brandon Circle
Steamboat Springs, CO 80487**

Our Mission:

To inspire each child to learn and grow as a responsible global citizen in a collaborative, peaceful and safe environment through the proven methods of Montessori education. As a school of choice, Mountain Village Montessori Charter School is a place for students, families and teachers to grow together as a community. MVMCS aims to develop responsible, self-directed and resilient children who become life-long learners and creative problem solvers.

Our Vision:

Mountain Village Montessori Charter School creates a respectful, safe, nurturing and diverse educational community where students, staff, parents and community members collaborate to become empowered, enriched, challenged, resilient and prepared individuals collectively meeting the demands of an ever-changing society.

I. Call to Order 8:46 am

In attendance: Michael Hayes, Mercedes Dugan, Jason Gillian, Emily Barnhart, Aimee Dendrinis, Kristen Rockford, . Jennifer Zuccone via phone.

II. Agenda Review - All approved

III. Public Comment - Jenn Zuccone provide an update on her meeting with Bret Poppleton in regards to a Charter high school in Steamboat. Will meet with him the first week of December.

IV. Approval of September Minutes, Aimee moves, Emily 2nds, all in favor. Kristen will create a drop-down under Governance for Minutes & Agenda. Jason will create a drop-down under Governance for Financial Transparency.

V. Director's Report

Enrollment/Tuition

Student numbers update – 130

· Preschool full day	· 15	Primary (3 classes with 3 leads and 8 assists)
· Preschool ½ day	· 13	
· Kindergarten full day	· 26	
· Kindergarten ½ day	· 2	
· 1 st grade	· 25	Lower Elementary (2 classes with 2 leads and 2 assists)
· 2 nd grade	· 10	

· 3 rd grade	· 17	
· 4 th grade	· 11	Upper Elementary (1 class with 1 lead and 1 assist)
· 5 th grade	· 11	

Communication/Community –

- Article in paper about charter school award and funding equity for CSI and non-CSI charter schools
- Consistent FB presence
- Weekly all school communications out to families plus weekly communications at the classroom level
- Back to School night had approximately 60 people
- Staff are developing capacity in Montessori Compass, our recording and reporting system, before going live to families as a communication tool. Staff are beginning to use for photos and recording learning/lessons.
- Tours for perspective families twice/month on Thursdays @ 10:00 by reservation only through office.
- Current families may now schedule an observation in classrooms by appointment. See observation policy attached.
- Coffee with HOS every other week on Fridays at 8:30 unless traveling.

Assessment update:

- All literacy assessments for READ Act completed by assessment team last week. Had to be completed by October 5. Thank you to that team and many thanks to Danielle Skov for training our assessment team. Assessment team will meet tomorrow to develop training for teachers, calendar for progress monitoring, and intervention training.
- Next assessments on deck are K-readiness (TS Gold) and our interim STAR assessments for Math and Reading (K-5).

Hiring/Staff –

Lead Teachers	6
Assistant Teachers	9
Office Administrator	1
ESS Coordinator	1
Preschool Director (24 hours)	1
GT coordinator (PT salary)	1

- Finally have an agreement with visiting nurses association for a nurse, thanks Annalee. Majority of health needs are provided by the office administrator, teachers, and HOS.
- ESS Coordinator working this week on contracted services for OT, and school counselor.

- Staff finishing their beginning of year performance evaluation rubric and goal setting for evaluation system. See attached file if you are interested. While we have the option of waiving out of state model evaluation system, we will not do that until we have an adequate evaluation system developed.
- Exploring options for streamlining Montessori training for staff to minimize travel during the summer.

Facility and Materials –

- Currently 10,000 budgeted for janitorial services. Budget will get used up at current rate of service through our service provider. This puts some degree of cleaning and maintenance on staff. Current estimated and recurring expenditures associated with janitorial:

· Cleaning Service	· 800/month
· Mats	· 130/month
· supplies (TP, paper products, hand soap, etc)	· 500/month
· Trash	· 200/month

School Safety

- Switched drop off and pick up for elementary due to student experience and safety within the building. It’s much easier for primary the current way we are completing pick up and drop off.
- First Fire Drill was last week. Scheduled monthly.

CSI/CCSP/SSSD/compliance

- Thanks to Kristen and Aimee for all of their work on the revisions of CCSP grant.
- October Count day was October 5. We have all hands on deck fixing errors in our student information system.
- Thanks to Aimee for support with fixing errors for October count.
- October count error checks for October Count due October 10 and 24 with final certification due in November.
- Exceptional student program plan to CSI two weeks ago.
- Michael and Jeff attended Colorado League of Charter Schools Policy and Facility summit.

Budget and Finance

- Building systems in the office and with Singletracks (our bookkeeping service) for accounts payable, accounts receivable and billing, reimbursements, and payroll.

VI. Treasurer’s Report

- 1) Struggling with some of our Vendors. PayChex, PERA, Social Security have been presenting problems.
- 2) Healthcare plan is working well. HUB has some issues.
- 3) SingleTrack is all set. Will schedule a meeting to set up processes. Will consider including CCSP responsibilities with additional fee.

VII. Committee Updates (30 minutes)

- A. Facility Committee
 - 1) 9:30 am Rob Bohlmann to discuss rental of gym for soccer club, rates, security, etc.
 - 2) Update from Jeff Merage on the Finance Sub-committee's development a financial plan for the future school. Finance sub-committee led by Jeff Merage with invitations to Jon Sanders, Jen McLaren, Roger Good.
 - 3) Update from Jason Gilligan on the sub-committee formed to review student demographic data in order to determine MVMCS's student projection. Jon Sanders and Jen McLaren will serve on the sub-committee. Scott Bideau will serve as an advisor. Jason presented a summary on the SSSD Demographic study. Growth percent is 2%. K-8 is 270 students. MVMCS will organically 10-15% of student population within the WEstern Demo projected enrollment.
 - 4) Update on Best Grant - not eligible until we finish the 2018/2019
 - 5) Rental of Cavanagh Shop Space - 6 spaces, ranging from \$25-40/month. Kristen makes a motion to approve the lease 6 spaces within the shop at \$40-100/month contingent upon approval of Steve Cavanagh to sub-lease the space. Emily 2nds. All in favor. Jason Gilligan abstains from vote because he is a potential renter, conflict of interest.
 - B. Fundraising Committee- update from newly appointed head of Fundraising Committee, Mercedes Dugan
 - Recruit committee members
 - Define fundraising goals for 2016-2017 School year
 - Plans for Celebration/Fundraiser/Gala
 - Meet with Emily to hear about current plans and ideas
 - Look at calendar dates and venue ideas

 - Policy
 - Research and or develop policy for MVMCS concerning fundraising
 - What is the policy on staff soliciting donations
 - Charter School Policy Example 1
 - Charter School Policy Example 2

 - Annual Fund?
 - Ross Montessori Annual Fund

 - Small Fundraising
 - Grocery Card program
 - Amazon Smiles
 - Colorado Gives Day
 - Usborne Book Fair
 - Small Hands Catalog
 - Yampa Valley Gives- Yampa Valley Community Foundation
- People: Alissa Merage 303-478-5874, amerageco@gmail.com

VIII. New Business

- A. Board Recruitment & Development - Need 7th Board Member. Nancy Spillane has been recommended. Kristen will reach out to see her level of interest. Kristen will

also reach out to Director of Perry Mansfield. The needs to be filled are grant writing, accounting, marketing, communications, fundraising, architect, builder.

- B. The Board discussed the need to develop a Community Development sub-committee under Fundraising Committee to lead community development activities, assist in fundraising efforts, recruiting new families, marketing, Education and Outreach in the community. Alissa Merage has agreed to serve on the sub-committee as lead and Mercedes will liaison with this group. The first event will be December 15 at the Library Outreach. Mercedes will connect with Alissa Merage, Kelley Schaffer, and Amanda Montgomery. Other tasks include asking teachers who they would like to serve as Room Parent who will be responsible for organizing \$ for gifts for teachers, etc.
- C. CCSP planning session for Year 2 October 12 1-3 pm
- IX. Jason make a motion to move into Executive Session to discuss personnel issues, Aimee 2nds, all in favor. Aimee moves to leave Executive Session at 12:15 pm, Kristen Rockford seconds, all in favor.
- X. Next Meeting is November 3rd at 8:30 am
- XI. Adjourn, Kristen moves to adjourn 12:20 pm.